

Erving Board of Selectmen

Wednesday, January 17, 2018

**Senior & Community Center
1 Care Drive, Erving, MA**

Selectmen Present: Jacob Smith, William Bembury, Scott Bastarache

Finance Committee: Arthur Johnson

Library Trustees: Mackensey Bailey, Rupert Roy-Clark

Capital Planning Committee: Peter Mallet, Linda Downs-Bembury

Library Building Committee: Jacquelyn Boyden, Rebecca Hubbard, Marcia Bernard, Debra Smith, Cynthia Roy-Clark

Also Present: Bryan Smith, Barbara Friedman, Daniel Pallotta

Press: Christie Wisniewski, the Greenfield Recorder; Katie Nolan, Montague Reporter

At 6:35 PM **Chairman Smith** called the joint meeting of the Board of Selectmen, Finance Committee, Board of Library Trustees, Capital Planning Committee, and Library Building Committee to order.

Library Building Project Discussion

Jacquelyn Boyden, Building Committee Co-Chair, provided an overview of the Library building project and the work of the Committee with Barbara Friedman, Library Director, and Daniel Pallotta, Owners Project Manager (OPM). Daniel explained that the Massachusetts Board of Library Commissioners (MBLC) received 35 applications for building projects in 2017. In July of 2017 the MBLC decided to fund 9 projects with available funding and established a waiting list of 24 projects. Erving is 7th on the waitlist. As a requirement of the program, communities have 6 months to secure the necessary votes for funding. The deadline for the original 9 communities to notify MBLC of their funding status is January 2018. Daniel explained that of the 9 funded projects, he is aware that 2 communities have voted down the funding requests at town meeting. It is expected that the MBLC will reissue the list and may move projects up from the waitlist. Daniel suggested that Erving's project could be included in the current funding authority.

The Building Committee requests the release of the \$85,000 that the Town has already appropriated for the purpose of building a new Library or renovating the existing Library along with \$15,000 in funding that the Library Trustees have received through the State aid to Libraries program. This total funding of \$100,000 would allow the Town's OPM and architects to begin preparing the design development of the future Library. Daniel explained that in all, the project will require \$399,000 to move through document development and bidding. The process will take approximately 7 months. The request is made to shorten the timeline of the project as construction costs are escalating. Daniel explained how the MBLC payments for the project work. Approximately \$544,000 will be issued to the Town upon the execution of the agreement with the State. The 2nd payment will be made in the next fiscal year with the completion of the bid documents. The 3rd payment comes with the approval of a building permit and will be dispersed in the next fiscal year. The 4th payment is made in the next fiscal year after a certificate of occupancy is received. The 5th payment is made in the following fiscal year after the Library has been opened for a year.

Chairman Smith asked for clarity on when the Town would need to borrow. Daniel explained that based on the funding payment schedule, the projected costs, and if the Town releases the existing \$100,000 it could be a year before the Town needs to consider borrowing. It was noted that the tax payers have already authorized the Town to borrow for the full cost of the project if necessary. Barbara advocated for the project and spoke to her experience with the program as well as Daniel's experience.

Jacquelyn reiterated that at this time the Committee is only requesting the release of the \$100,000 that has already been appropriated. **Chairman Smith** raised the concern about moving forward too quickly and then experiencing a lag time in receiving payments from the State. Daniel acknowledged the concern and explained that there is a benefit of moving before construction inflation is experienced. The \$100,000 would cover approximately 2 to 3 months of work and get the Town from the design development stage to a full schematic.

Selectman Bembury asked to clarify the request and the sources of funding. Jacquelyn explained that the existing appropriation of \$85,000 requires the Board of Selectmen and Board of Library Trustees for approval. The \$15,000 of state aid funding is under the control of the Board of Library Trustees.

Mackensy Bailey, Library Trustee Chair, noted the importance of supporting the work of the Building Committee and their current motivation. Peter Mallet, Capital Planning Committee member, asked for an explanation of how the Town appropriated \$85,000. The Board explained that over the last 3 years, an article has been presented at Town Meeting for the future construction of a new Library or the renovation of the existing Library. Over the 3 years, the balance of the fund has reached \$85,000.

Chairman Smith made a motion that the Board of Selectmen and the Board of Library Trustees release the \$85,000 already appropriated to continue to work toward bid and design development documents for the Library building project. **Selectman Bembury** seconded.

A roll call vote was taken:

Selectman Bembury	Aye
Chairman Smith	Aye
Selectman Bastarache	Aye
Trustee Bailey	Aye
Trustee Roy-Clark	Aye

Trustee Roy-Clark made a motion to appropriate the sum of \$15,000 from the State Aid to Libraries fund to continue to work toward bid and design development documents for the Library building project. **Trustee Bailey** seconded. Unanimously approved.

Chairman Smith asked the Building Committee to keep the Board informed of developments as the project proceeds.

At 7:05 PM **Chairman Smith** made a motion to adjourn the joint meeting and continue with the Board of Selectmen meeting. **Trustee Roy-Clark** seconded. Unanimously approved.

The Board of Selectmen took a recess. At 7:10 PM the Board of Selectmen resumed their meeting.

Review of Meeting Minutes of January 08, 2018

The Board reviewed meeting minutes from Monday, January 08, 2018. **Selectman Bastarache** made a motion to approve the meeting minutes of January 08, 2018 as written. **Selectman Bembury** seconded. Unanimously approved.

Elevator Decommissioning Project

Chairman Smith reviewed the process that the Town used to solicit written responses for the project to decommission 4 elevators at 8 Paper Mill Road. Three companies attended the required site visit on

December 14, 2017 and 2 companies submitted written responses by the due date of Wednesday, January 3, 2018 at 5:00PM. The rule for award is the lowest responsible and responsive bidder.

The Town received responses from ThyssenKrupp Elevator Company of Lincoln, RI with a price of \$40,796.88 and from Buckley Elevator of Salem, MA with a price of \$18,750. Both responses are complete.

Arthur Johnson, Finance Committee member, spoke to his experience as a former Selectman and explained that the Town worked proactively to secure the property once it was acquired through the tax title process. He explained that the Board followed all guidance that was provided to them and that the issue of elevator decommissioning was never expressed to them. Bryan Smith, Administrative Coordinator, explained that the steps that the Town took to secure the facility was used in the appeal to the civil fines coordinator. The appeal was successful in reducing the \$80,000 in fines to \$16,000. A second appeal has been filed on the same grounds. Bryan additionally explained that he has contacted the inspector who cited the Town by phone twice and has left messages requesting a return call. To date the inspector has not contacted the Town.

Chairman Smith made a motion to award the contract to Buckley Elevator of Salem, Massachusetts in the amount of \$18,750 for the project. **Selectman Bastarache** seconded. Unanimously approved.

Adjournment

At 7:24 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. Unanimously approved.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bryan Smith". The signature is fluid and cursive, with the first name "Bryan" being more prominent than the last name "Smith".

Bryan Smith
Administrative Coordinator